

Smita C Rana
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Objective:

- Seeking a challenging Position in the professional organization which provides me the platform to learn and grow, and where I can utilize my technical background and professionalism, enabling me to contribute to the growth and success of the organization.

Summary:

- 7+ years of work experience
- Experience on end-to-end IT Recruitment, team management, client management.
- Highly motivated result-driven professional with experience in IT Staffing and Recruiting
- Involved in Full Recruitment Cycle starting from Requirement Requisition to Final Placement.
- Excellent knowledge about Screening and validating the resumes searched from job boards and database. Able to understand consultant willingness and area of interest.
- Screening the CV's Taking interview on Phone and Recruiting and Short-listing the resumes.
- Scheduling / Line up candidates for interviews and remain with them till their joining.
- Preliminary rounds of interview & short-listing candidate
- Strong leadership, negotiation, problem solving and team building skills as well as confident recruiting techniques.
- Team player with excellent interpersonal abilities, multitask abilities and good communication skills.
- Quick learning professional, highly committed to goal accomplishments, willing to accept responsibilities, dedicated, hardworking.
- Handling Payroll of Employees.
- Dealing with employees joining formalities by issuing Offer Letter, Appointment Letters, Relieving Letters, Confirmation Letters, Extension Letters, Experience Certificates, etc.
- Responsible for Time attendance, Leave Management for the payroll.
- Scheduling Exit Interviews and handling the queries related to Full & Final Settlement of salary.
- Employee Engagement
- Employee Relations
- Joining & Exit formalities
- Attendance and Leave Management
- Appraisals,

Examination	School/ University	Year	Percentage
Master of Science in Software Technologies (Concentration – Software Engineering)	Maharaja Sayajirao University, Vadodara	2014	55%
BCA (Bachelor of Computer Applications)	Maharaja Sayajirao University, Vadodara	2012	52.34%
HSC	Higher Secondary Certificate (Science – B Group) G.S.H.S.E.B.	2008	52.30%

SSC	Secondary School Certificate G.S.H.S.E.B.	2005	75.14%
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Strengths:

- I.T. Recruiting, Sourcing, Screening, Interviewing, & Contract Processing
- Salary & Rate Negotiations
- Junior Recruiter Training & Mentoring

Professional Experience:

Company	Citicorp (Payroll company –Nityo Infotech)
Position	Sr Recruitment consultant
Duration	June 2022 to Till Date
Client	Citi Bank -Pune

Roles & Responsibilities

- Design and implement overall recruiting Strategy
- Develop and update job description and job specification
- Perform job and task analysis to document job requirement and objectives
- Prepare recruitment materials and Post jobs to appropriate job board/newspapers/colleges Etc.
- Source and recruit candidates by using database ,social media etc
- Screen candidates resumes and job application
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Asses applicant’s relevant knowledge, skill, experience and aptitudes, onboard new employees in order to become fully integrated.
- Monitor and apply HR Recruiting Best practice
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential
- Candidates relationships during the selection process
- Promote company’s reputation as “Best Place to Work”

Company	Fujitsu Consulting India Pvt LTD (Payroll company -People strong)
Position	Sr Recruitment Associate- RPO
Duration	Feb 2021 to May 2022
Client	Fujitsu-Pune

Roles & Responsibilities

- Expertise in the areas of Staffing, Recruiting, Team Handling, Client handling.
- Handling a team of 3 sourcers.
- Daily allocation of requirements to the team based on the priority and also setting deadlines for submissions.
- Monthly handling 50+ requisitions and achieving 30+ Selections with 20+ Joiners in a month.

- Responsible for the team delivery and daily quality submissions to the clients.
- Follow-ups with the Managers about the feedbacks
- Maintaining the data joiners & various pipelines of existing candidates.
- Validation of profiles based on the client JD post recruiter submission.
- Monitor team performance and ensure that the team is productive and successful.
- Drive the team towards achieving targets by motivating and mentoring them
- Carry out on boarding formalities/process for the selected candidates and ensure that the documentation is done as per the client and internal practices.
- A result Oriented Professional with experience in Talent Acquisition, Team Management, Delivery Management with good experience into end-to-end recruitment of IT skills.
- Interacting with existing client for smooth operation flow.
- Owned the complete accountability, acted as a SPOC on multiple client handling, account managers and Business units.
- Exclusively handling a client account and responsible for the end-to-end process.
- I lead the Account and have built a very congenial and Healthy relationship with Clients and ensure we close Maximum demands.
- Interacting and meeting clients on weekly basis to understand their business needs, for review of the work progress and client relationship.
- Increase the Revenue, Headcount, & Margin among the assigned clients.
- Maintaining the database for all the requirements and sourcer performance details. Preparation of Daily, Weekly & Monthly Reports.
- Responsible for delivering the profiles to clients by following of TAT.
- Monitoring, guiding the team in giving the right search & reaching the target.
- Providing training to the new joiners and guide them to achieve their targets.
- Conducting induction program and completing joining formalities

**Achievement: Have been awarded as Best performer and consistent performer throughout the year.
Highest selection and joiner numbers achieved throughout the year.**

Organization : Collabera Technologies Pvt. Ltd.

Duration : March 2015 to March 2020

Designation : Technical Recruiter – IT

Responsibilities:

Identification Process:

- Utilize internal database to identify potential candidates
- Place job requirements on the Internet to increase available candidate pool
- Develop creative recruiting resources to attract qualified professionals interested in contract, Contract to hire and direct placement employment
- Identify networking activities such as attending career fairs, professional association meetings, Calling on technical schools and outplacement services

Overall Responsibilities:

- Worked for Permanent and Contract-to-hire positions in the Information Technology industry.
- Determine technical recruiting objectives by studying current and projected technical job needs and qualifications conferring with management
- Responsible for full life cycle recruitment from candidate sourcing, short listing, interviewed, selection, negotiation, offer and delivered candidates for assigned requisitions.
- Gather position requirements, review resumes and update candidate/position status.

- Coordinate Technical phone interviews, in-person interviews, Client interviews.
- Follow-up and communicate with candidates and Client Managers.
- Submitting pre-screened resumes to Project Managers and arranging interviews as per their expediency.
- Sourcing, screening and presenting qualified candidates for IT positions to the tier 1 clients.
- Conducted Telephonic Interview (to check availability, communication skills, project experience, cost and other related factors).
- Extensive experience in recruitment techniques such as Internet searches, Databases and Referrals.
- Conducting initial screening to the resources about their availability, relocation and compensation.
- Maintaining Database of the searched resumes to utilize them in efficient manner for future requirements.
- Hands on experience with all Job Boards & Professional Networking. (“Naukri.com” , “Monster.com”, “Linkedin.com” , “Shine.com”)
- Checking references for background verification.
- Solid searching skills on all major search engines like Google, Yahoo and MSN.
- Formatting the resume of the consultant in a professional way before submitting
- Handling the Report (Day-end-report, Weekly Report, Hiring Report, and Prospective Hiring Report of the candidates joining).
- Follow up's with the candidates regarding acceptance of offer, joining dates and ensure the candidates joining the organization
- Self-managed and able to work on multiple positions.

Personal Details:

- DOB :24th March 1990
- Nationality : Indian
- Marital Status : Single
- Father’s Name : Chandrakant Rana
- Languages Known : English, Hindi, Gujarati
- Hobbies : Listening Music, Net Surfing, Watching movies, dancing, travelling.
- Address : A-143 Krishnapark Soc. Ajwa road Vadodara